The Administration Committee met Tuesday,
March 5, 1918 at 10:30 A.M.

Present:- Mrs. Corning, Mrs. Hopper, Mrs. Brownell, Mrs. Allen, Mrs. Honeyman, Mrs. Cobb and Miss Parker, Mrs. Bennett ex. officio.

Mrs. Corning opened the meeting with prayer.

The minutes of meetings of November 13 and December 4, 1917 were read and approved.

Mrs. Bennett called attention of the committee to the discrepancy in the salaries of four of our best clerks who have been in the employ of the Board for a number of years,- Mrs. Davison, Miss Nan Smith, Miss Ethel Smith and Miss Jaeger. Mrs. Bennett suggested that they should each receive $20.00 a week.

SALARY SCHEDULE

After Mrs. Bennett's withdrawal, the salary schedule was taken up. Letters were read from the officers recommending increases for clerks in their departments. As it was impossible to finish without a two session meeting, it was voted to have a called meeting at one o'clock Tuesday afternoon, March 19th, at which the salary schedule will be prepared for presentation to the Board at the meeting on March 26th.

BONUSES

It was voted that the question of bonuses should be decided at the meeting on March 19th.

TREASURER'S OFFICE

It was voted that Mrs. Corning should take up with Miss Voss the question of the necessity of continuing Miss Allison in her department. Miss Allison was brought in to succeed Miss Marvin who was transfered from Mrs. Baker's department in the readjustments last Spring. Mrs. Baker's work is now carried on in the secretary's office and the committee thinks that Miss Allison's services might be dispensed with in the treasurer's department.

SCHOOL DEPARTMENT

Mr. Allaben asked for $780. for salary of second stenographer in his department. He said that he will probably be able to get along without this help except during the summer months. Voted that no salary allowance for second clerk be made, but that extra help be provided for in the usual way.

SECRETARY FOR MRS. BENNETT

Mrs. Bennett is at present paying for the services

of a stenographer who gives her part time at her home. It was voted that payment of this salary should be from the amount appropriated for the salary for President's secretary

MR. BULL'S PENSION

As Mr. Bull's pension is still paid from the funds of the Home Mission Monthly, it was again voted to recommend to the Board that this pension be paid from the Emergency Fund.

RENTAL OF ROOMS

Mrs. Corning reported that two unoccupied rooms opposite our own had been rented without giving the Woman's Board an opportunity to secure them if it so desired. There had been a verbal understanding that this privilege would be granted and Mrs.Corning was asked to take up this matter with the Home Board and ask for an explanation. It was voted that room No. 614 which has been used as a store room but for which we pay no rent, be rented at $275. if it should become necessary to pay that amount in order to retain it.

Mabel Grant Parker

Secretary.

The Administration Committee met Tuesday,
March 19, 1918 at 1 P.M.

Called Meeting

Present:-
Mrs. Corning, Mrs. Allen, Mrs. Honeyman, Mrs. Hopper and Miss Parker.

BONUSES

The Board will probably not spend the entire Administration Budget for 1917 - 18 but there will not be sufficient surplus to pay a 10% bonus to clerks. It was voted to give no bonuses.

SALARY SCHEDULE

The Salary Schedule was taken up and considered item by item.

(2) MISS FINKS' SALARY

Upon motion it was voted to recommend to the Board that Miss Fink's salary be raised to $1500.

(1)

Miss Voss, Miss Finks and Miss Rue each came before the committee to supplement letters they had written asking for salary increases in their departments.

It was voted that the chairman be authorized to take up with Mrs. Bennett the question of increase in Miss Rue's salary and with Miss Petrie increase in salary of Miss Karbe.

HOME MISSION MONTHLY BUDGET

Upon motion it was voted to recommend to the Board that the Home Mission Monthly account no longer be kept separate but be included in the regular administration budget.

SALARY MRS. DOUGLASS

It was voted not to increase Mrs. Douglass' salary but to pay her for any extra work she may do on the August issue of the Home Mission Monthly.

Mabel Ingram Parker

Secretary.

Office Administration Committee met Tuesday, March 26, 1918 at 10:00 o'clock.

Called Meeting.

Present:- Mrs. Corning, Mrs. Cobb, Mrs. Allen, Mrs. Hopper and Miss Parker.

CONSIDERATION OF SALARY SCHEDULE

Several matters relating to the Salary Schedule which had arisen during the past week, were considered. The whole Schedule was once more gone over and it was voted that the following Schedule of Salaries for 1918 - 1919 be presented to the Board:-

OFFICERS
and
FIELD SECRETARIES

General Secretary	$2500.-
Asst. General Secretary	1400.-
Young People's Secretary	1800.-
Asst. Young People's Secretary	1200.-
Secretary Missionary Education	1600.-
Superintendent of Schools,	5000.-
Treasurer	2500.-
Field Secretaries, 4 Secretaries each $1200.-	4800.-
	$20800.-

(Over)

SALARIES OF CLERKS

CLERKS	ENTERED	WEEKLY MCH 31, 1918	YEARLY	WEEKLY Apr. 1, 1918.	YEARLY	
TREASURY DEP'T, Home Board, 2/13/1901						
Mr. W.J.McMillen, Woman's "	6/1/1915	$48.08	$2500.-		$2500.-	
Miss Flora L.Hollings ---	6/5/1916	17.-	884.-	$18.-	936.-	
Mrs. Lily S. Roberts ----	7/8/1908	17.-	884.-	17.-	[illegible].-	(164)
Miss M. Ottilie Crawford	Feb.1917	14.-	728.-	15.-	780.-	
" Bertha C.Kauffmann	June, 1916	12.-	624.-	14.-	728.-	
" Elizabeth Bunting ----	Oct.1916	10.-	520.-	11.-	572.-	
" Marion Allison --------	9/27/17	15.-	780.-	16.-	832.-	
" Catherine Carson -----	11/1/17	8.-	416.-	10.-	520.-	7[illegible]2.-
GEN'L SECRETARY'S DEPARTMENT						
Mrs. Eva Davison --------	Nov.1913	19.-	988.-	20.-	1040.-	
Miss Margaret Morgan ----	Dec.1915	12.-	624.-	15.-	780.-	
" Martha Rothmayer ---	Feb.1912	10.-	520.-	12.-	624.-	2444.-
MISSIONARY EDUCATION						
Miss Dorothy Adams ------	May 1914	18.-	936.-	18.-	936.-	936.-
Y. P. DEPARTMENT						
Miss Ethel Smith --------	Oct.1901	18.-	936.-	20.-	1040.-	
" Elizabeth Karbe ----	Oct.1914	13.-	676.-	15.-	780.-	1820.-
LITERATURE DEPARTMENT						
Miss S. Catherine Rue --	Sept.1889	25.-	1300.-	26.92	1400.-	
Miss Grace Clark -------	Dec.1915	10.-	520.-	11.-	572.-	
" Louise Jaeger -----	Jan.1903	18.-	936.-	20.-	1040.-	
" Marguerite Greene -	11/7/17	8.-	416.-	9.-	468.-	
Mr. Lawrence Marshat ---	12/31/17	14.-	728.-	14.-	728.-	
Miss Rose Mertz --------	8/1/16	9.-	468.-	10.-	520.-	
" Elizabeth Temlett -	Mar.1908	15.-	780.-	17.-	884.-	
" Florence Jensen ---	Dec.1916	9.-	468.-	10.-	520.-	
Additional Worker ----------				9.-	468.-	6600.-
FILING DEPARTMENT						
Miss Nancy E. Smith ----	July 1894	18.-	936.-	20.-	1040.-	
" Lillian Fox ------	12/24/17	7.-	364.-	8.-	416.-	1456.-
SCHOOL DEPARTMENT						
Miss Florence Goddard ----	Oct.1911	18.-	936.-	23.08	1200.-	
" Eva Plenty ----------	Jan.1917	15.-	780.-	18.-	936.-	2136.-
STENOGRAPHER TO THE PRESIDENT					1200.-	1200.-
			$20648.-			$2[illegible].-

HOME MISSION MONTHLY BUDGET					
Salary Editor ----------			1400.-		1500.-
" Clerks ----------					
Mrs. J. S. Douglas ----	10/8/17		884.-	17.-	884.-
Miss Emma Bolles ------	Dec.1915		780.-	16.-	832.-
" Elizabeth Newton -	Nov.1916		728.-	16.-	832.-
" Alice Tilson -----	Feb.1916		468.-	11.-	572.-
			$4260.-		$4620.-

Mabel Foster Cole

Office Administration Committee met Tuesday,
April 2, 1918.

Present:- Mrs. Corning, Mrs. Allen, Mrs. Cobb, Mrs. Hopper and Miss Parker.

Mrs. Corning opened the meeting with prayer.

MINUTES

Minutes of the meeting on March 5th read and after corrections, approved. Minutes of March 19th read. Action relating to salary of General Secretary rescinded and ordered stricken from the minutes. Minutes of called meeting of Marth 26th read and approved with instructions to correct salary schedule to conform to changes made subsequent to close of meeting.

NOTE TO MRS. HONEYMAN

The Secretary was asked to write a note to Mrs. Honeyman expressing the sincere sympathy of the Committee in the sorrow and loss that has come through the death of Mr. Honeyman.

Mrs. Bennett met with the Committee and several matters relating to salaries were fully discussed with her.

ADMINISTRATION BUDGET

Miss Sheibley came before the Committee and explained a number of items in the proposed Administration Budget. It was voted to ask Miss Sheibley and Miss Voss to suggest rearrangement in sequence of items on Administration Budget.

Both Salary Schedule and Administration Budget were again gone over with great care. Two or three items were left with Mrs. Corning with power to make changes if such seemed advisable after consultation with department heads.

Mabel Gram Parker
Secretary.

Administration Budget

	BUDGET 1916-1917	EXPENDED 1916-1917	BUDGET 1917-1918	PROPOSED 1918-1919
Field Work & Traveling Expenses				
Salaries - 4 Secretaries	$4800.-	$4800.-	$4800.-	$4800.-
Expenses	3700.-	4280.40	2500.-	2500.-
Travel Officers		2280.48	2000.-	2300.-
Exchange on checks	150.-	114.15	125.-	125.-
Rent (exclusive of Student, H.M.M. Dept. & Over Sea & Land)	6292.-	6437.46	6464.	6763.33
Salaries Officers (Exclusive of Editor H.M.M. & Student Secretaries)	16100.-	14425.-	15000.-	16000.-
Salaries Clerks (less salary paid by Freedman Board and exclusive of H.M.M. Dept.	22027.-	23314.73	23339.-	23624.-
Printing	1900.-	4790.80	4500.-	6000.-
Office Operating				
Gen'l Expenses & Equipment	2500.-	1820.65	1800.-	1500.-
Postage	2000.-	3613.98	3500.-	4500.-
Stationery, letter heads, etc.	2000.-	1200.-	1200.-	1000.-
Auditor's Fees	300.-	300.-	300.-	300.-
Student Work	2400.-	2337.50	2400.-	3100.-
Council of Women for H. M.	100.-	50.-	50.-	50.-
General Council				37.50
Over Sea and Land	775.-	775.-	775.-	775.-
Salaries for Extra Help	2956.-	---	1247.-	1600.-
Margin				1025.17
	$68000.-	$70540.15	$70000.-	$76000.-

Mabel Grace Parker
Secretary.

Office Administration Committee met Tuesday,
April 9, 1918 at 10:00 o'clock.

Called Meeting.

Present:- Mrs. Corning, Mrs. Hopper, Mrs. Allen and Miss Parker.

ADMINISTRATION BUDGET

Upon motion it was voted to present to the Board the following:-

Office Administration Committee met Tuesday, April 24, 1918 at 10:00 o'clock.

Called Meeting.

Present:- Mrs. Corning, Mrs. Allen, Mrs. Hopper, Mrs. Cobb, and Miss Parker.

Mrs. Corning opened the meeting with prayer.

RE SALARIES GENERAL SECRETARY AND ASSISTANT SECRETARY

Mrs. Corning read a letter from the Nominating Committee stating that Miss Voss's name was to be presented at the Board meeting today for the office of General Secretary, and requesting the Office Administration Committee to recommend that her salary be $3,000; and the Nominating Committee further requested that Miss Shiebley's salary be increased to $2,000. in view of the added responsibilities she is expected to assume. Miss Scheibley will in reality be associate secretary but as no provision is made in the by-laws for this office, she will retain the title of assistant. It was decided that no action was necessary in regard to Miss Voss's salary as the Nominating Committee had already been authorized to offer a candidate for General Secretary $3,000. It was voted that as there was not time to adequately consider the increase in Miss Scheibley's salary, it was impossible to make any recommendation.

NOTE OF APPRECIATION TO MRS. SCHOENBERNER

It was voted that the Secretary write a note to Mrs. Schoenberner expressing to her the deep appreciation and gratitude of the Committee for typing the minutes of the meetings of the past year, and accepting with equal appreciation and gratitude her generous offer to type minutes of future meetings. The Committee wished to pay for this service but Mrs. Schoenberner refused to accept remuneration.

Mabel Gregson Parker
Secretary.

Office Administration Committee met Tuesday, May 14th, 1918, at 10:00 o'clock.

Called Meeting.

Present: Mrs. Corning, Mrs. Allen, Mrs. Cobb and Mrs. Hopper.

In the absence of Miss Parker, the newly appointed chairman, Mrs. Corning, presided and opened the meeting with prayer.

MISS QUINLAN

Mrs. Bennett presented the matter of securing Miss Quinlan to do special work. Mrs. Allen moved that Miss Quinlan be asked to do the work and be offered $25.00 per week. Motion carried.

MISS UPHAM'S RESIGNATION GIFT OF $600.

In view of the resignation of Miss Abby Upham on account of ill health, Mrs. Cobb moved that the Committee recommend that a sum equal to six months' salary be given to Miss Upham in recognition of her long and faithful service as Field Secretary of the Woman's Board; this amount to be taken from the Emergency Fund.

REARRANGEMENT IN MISS RUE'S OFFICE

The request for the rearranging of Miss Rue's office was considered and granted.

VACATION SALARY TO MISS CRAWFORD

Miss Crawford who was resigning to be married, was granted vacation salary.

Mary Caldwell Hopper
Secretary pro tem

Office Administration Committee met Tuesday,
May 28th, 1918.

Called Meeting.

Present:- Mrs. Corning, Mrs. Allen? Mrs. Cobb? and Mrs. Hopper.

SALARY OF MISS JOHNSON

This special meeting was called to consider the salary of Miss Enid B. Johnson who was being considered for treasurer.

It was moved and carried to recommend that the treasurer be given a salary at the rate of $2,000. this year with the understanding that it be raised to $2,500. another year if she proves satisfactory.

Mary Malvina Hopper
Secretary pro tem

Office Administration Committee met Tuesday,
June 11th, 1918 at 10:00 A.M.

Present:- Miss Parker, Mrs. Allen, Miss Young, Mrs. Cobb, and Mrs. Hopper.

Miss Mabel Parker, the new chairman, presided and opened the meeting with prayer.

ELECTION OF SECRETARY

Upon motion Mrs. Hopper was elected Secretary of the Committee.

STENOGRAPHER FOR MISS VOSS

Miss Voss was authorized to secure a new stenographer, her's having resigned, the new one to receive a salary not to exceed $25.00 per week.

CLERK FOR MR. ALLABEN

Mr. Allaben having requested a third worker for his office, the matter was left to the chairman and Mrs. Hopper to adjust.

FURNISHINGS SECRETARY'S OFFICE

The matter of furnishings for the Secretary's office was considered and it was decided to purchase whatever was necessary to properly equip the office.

MR. McMILLAN AS ACTING TREASURER

It was moved and carried to recommend to the Board "that Mr. McMillan be and he hereby is appointed Acting Treasurer of the Woman's Board of Home Missions of the Presbyterian Church in the U.S.A., the appointment to take effect July first and to continue thereafter until a new treasurer shall take office."

Mary Malcolm Hopper
Secretary pro tem

Office Administration Committee met Tuesday, Sept. 24th, 1918 at 10:00 o'clock.

Called Meeting.

Present:- Miss Parker, Mrs. Allen, Mrs. Cobb. Miss Young Mrs. Hoppes.

This meeting was called to consider the matter of salary increases or bonuses made necessary because of war conditions.

Miss Voss presented the following schedule of salaries to take effect October 1, 1918:-

	AS OF EFFECT SEPT. 30, 1918.		PROPOSED TO TAKE EFFECT OCTOBER 1, 1918	
	WEEKLY	YEARLY	WEEKLY	YEARLY
TREASURY DEPARTMENT				
Mr. W. J. McMillen		$2500.-	-	$2500.+$25. per mo.
Miss Flora L. Hollings	$19.-	988.-	$20.- from Sept 1st	1040.-
Mrs. Lily S. Roberts	17.-	884.- 164	18.-	936.- 216
Miss Marjorie Armstrong	15.-	780.-	15.-	780.-
Miss Bertha C. Kauffmann	14.-	728.-	15.-	780.-
Miss Elizabeth Bunting	11.-	572.-	12.-	624.-
Miss Marion Allison	16.-	832.-	17.-	884.-
Miss Catherine Carson	10.-	520.-	11.-	572.-
GEN'L SECRETARY'S DEPARTMENT				
Mrs. Eva Davison	20.-	1040.-	20.-	1040.-
Miss Margaret Morgan	15.-	780.-	16.-	832.-
Miss Martha Rothmayer	12.-	624.-	12.-	624.-
Miss Florence Quinlan	25.-	1300.-	25.-	1300.-
MISSIONARY EDUCATION DEPARTMENT				
Miss Dorothy Adams	18.-	936.-	18.-	936.-
YOUNG PEOPLE'S DEPARTMENT				
Miss Ethel Smith	20.-	1040.-	20.-	1040.-
Miss Elizabeth Karbe	15.-	780.-	15.-	780.-
LITERATURE DEPARTMENT				
Miss S. Catherine Rue	26.92	1400.-	26.92	1400.-
New worker in place of Miss Clark	11.-	572.-	13.-	676.-
Miss Louise Jaeger	20.-	1040.-	20.-	1040.-
Miss Marguerite Greene	9.-	468.-	10.-	520.-
Mr. William D'Amico	14.-	728.-	14.-	728.-
Miss Rose Mertz	10.-	520.-	11.-	572.-
Miss Elizabeth Temlett	17.-	884.-	17.-	884.-
Miss Florence Jensen	10.-	520.-	11.-	572.-
FILING DEPARTMENT				
Miss Nancy E. Smith	20.-	1040.-	20.-	1040.-
Miss Lillian Fox	8.-	416.-	10.-	520.-
SCHOOL DEPARTMENT				
Miss Florence Goddard	23.08	1200.-	23.08	1200.-
Miss Eva Plenty	18.-	936.-	18.-	936.-
Miss Mildred Kunkle	12.-	624.-	14.-	728.-
STENOGRAPHER TO PRESIDENT		1200.-		1200.-
HOME MISSION MONTHLY BUDGET (SEPARATE ACCOUNT)				
Mrs. J. S. Douglas	17.-	884.-	18.-	936.-
Miss Emma Belles	16.-	832.-	17.-	884.-
Miss Elizabeth Newton	16.-	832.-	17.-	884.-
New worker in place of Miss Tilson	11.-	572.-	12.-	624.-

After careful consideration, it was moved and carried to adopt this schedule and to grant the increases.

It was moved and carried to secure the services of Mrs. Honey at $15.00 per week as assistant to Mr. McMillan.

Upon motion, the following actions were taken:-

BONUS AND ADDITIONAL SALARY TO MR. McMILLAN — That Mr. W. J. McMillen be granted a bonus of $100. and an additional salary of $25. per month so long as he remains Acting Treasurer of the Woman's Board.

BONUS TO MRS. DOUGLAS — That Mrs. J. S. Douglas be granted a bonus of $4. per week from October 1, 1918 to April 1, 1919.

BONUS TO MISS ADAMS — That Miss Dorothy Adams be granted a bonus of $1. per week from October 1, 1918 to April 1, 1919.

SALARY INCREASE FOR MISS HOLLINGS — That the salary of $20. per week for Miss Flora L. Hollings be effective from September 1, 1918.

Mary Malcolm Hopkins
Secretary.

Office Administration Committee met

Tuesday, October 29, 1918 at 11:45 a.m.

Present:

Miss Mabel Gordon Parker
Mrs. Richard H. Allen
Mrs. W. E. Honeyman
Mrs. E. B. Cobb
Mrs. E. K. Hopper

Miss Parker led in prayer.

Minutes

Minutes of April 2nd, 9th, 24th, May 14th, 28th, June 11th and September 24th were read and approved, with the exception of September 24th, which minutes were directed to be re-written in order to include some salary changes.

Report of the Chairman on business done during summer

The chairman reported having attended to the following business during the summer:

Flag

"At the Board Meeting of June 11th the Office Administration Committee was requested to have the flag in the Assembly Room cleaned and properly hung or mounted on a standard. Miss Voss was asked to see that this was done.

Miss Kunkle's appointment

"On June 11th Mrs. Hopper and Miss Parker conferred with Mr. Allaben regarding Miss Mildred Kunkle who has been a substitute helper in his office since April 1, 1918 at a salary of $12.- per week. Mr. Allaben said that her services would surely be needed until October or November. Authorized Miss Voss to place her name on the regular salary list in order not to draw too heavily upon appropriation for salaries for extra help. On June 18th signed memorandum authorizing appointment of Miss Kunkle as a stenographer in Mr. Allaben's office at a salary of $12.- a week from April 1, 1918.

Miss Hollings re-appointment

"On June 18th signed memorandum authorizing re-engagement of Miss Hollings at salary of $19.- per week with the definite understanding that she remains until October 1, 1918.

Desks

"On June 17th granted permission to Miss Sheibley to exchange her roll top desk for a flat top desk in Room 627.

Miss Quinlan's appointment

"On June 23 signed memorandum by Miss Voss stating that Miss Quinlan had been appointed for six months from June 3, 1918 at a salary of $25.- per week.

Furniture for office of General Secretary

"On July 1st approved purchase of rug, four sections for book case, a wardrobe, three chairs and small table for office of General Secretary, also bill for cleaning rugs in all offices. Wrote to Mrs. Hopper thanking her on behalf of the committee for her help in furnishing Miss Voss' office. August - authorized purchase of a chair.

Miss Crawford's appointment

"September 27 - Authorized tentative appointment of Miss Crawford as Field Secretary with the understanding that she is not to receive a regular appointment until April 1, 1919.

Lamp for Mrs. Gildersleeve, Safe deposit box. Inner safe

"September 22 - Authorized purchase of electric lamp for Mrs. Gildersleeve's desk, erection of a shelf at the cost of $1.50 in the treasurer's office, purchase of box in safe deposit vault and larger inner safe, allowance to be made by firm for return of old safe."

Committee voted to ratify actions of Chairman.

Miss Quinlan's resignation

Miss Quinlan having been obliged to give up her work for the Board on account of her mother's ill health, it was moved and carried that a note be sent to her expressing the regret of the committee.

Rest Room — Moved and carried that Mrs. Hopper be authorized to do whatever was necessary to make the rest room more attractive.

Note to Mrs. Brownell — It was moved and carried that a note be sent to Mrs. Brownell expressing appreciation of her valuable services as a member of the committee and deep regret at her withdrawal.

Meeting adjourned to meet on the first Tuesday in December.

Mary Malcolm Hopper
Secretary

Office Administration Committee met on

December 3, 1918 at 10:30 a.m.

Present:

Miss Mabel Gordon Parker
Miss Anna G. Young
Mrs. Richard H. Allen
Mrs. E. B. Cobb
Mrs. E. K. Hopper

Miss Young led in prayer.

The minutes of the previous meeting were read and approved.

Inner Safe — The new inner safe which had been purchased for the treasury, not proving satisfactory, Mr. McMillen was authorized to secure another one.

Miss Crawford's appointment — The matter of Miss Crawford's temporary appointment as Field Secretary to fill Miss Porter's unexpired term was approved although the committee does not usually make these appointments. The action of the chairman in granting her Miss Porter's salary was ratified.

Re-appointment of Miss Quinlan — It was moved and carried to re-appoint Miss Quinlan and give her the task of writing the history of the Woman's Board.

Salaries during sick leave — It was moved and carried that owing to the influenza epidemic these cases of illness be considered special cases, and the action of the chairman in granting salaries for more than ten days illness be ratified.

Moved that the action of the Board on September 11, 1914 which allowed ten days absence for illness be interpreted by the committee to mean "ten working days" and "personal illness".

Heating-Home Mission Monthly rooms — Owing to the lack of sufficient heat in the Home Mission Monthly rooms it was moved and carried to do whatever was necessary to improve the condition.

Mary Malcolm Hopper
Secretary